



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 16, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC HEALTH: APPROVAL TO AMEND EXISTING
SEXUALLY TRANSMITTED DISEASE SCREENING, TREATMENT, CASE FINDING
AND EDUCATION SERVICES AGREEMENTS WITH AIDS HEALTHCARE
FOUNDATION AND LOS ANGELES GAY AND LESBIAN CENTER
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of the Department of Public Health (DPH), or his designee, to execute Amendment Number 1 (Exhibit I) to Agreement Number H-701797 with AIDS Healthcare Foundation (AHF) to enhance case finding and treatment services for syphilis and other sexually transmitted diseases (STD) and to increase AHF's maximum obligation by \$125,000 (\$65,000 in net County cost [NCC] and \$60,000 in Centers for Disease Control and Prevention [CDC] grant funds) from \$619,500 to \$744,500, effective upon date of Board approval through June 30, 2008.
2. Authorize the Director of DPH, or his designee, to execute Amendment Number 1 (Exhibit II) to Agreement Number H-701701 with the Los Angeles Gay and Lesbian Center (LAGLC) to enhance case finding and treatment services for syphilis and other STDs and to increase LAGLC's maximum obligation by \$65,000 from \$1,065,759 to \$1,130,759, 100 percent offset with net County cost (NCC); effective upon date of Board approval through June 30, 2008.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval of the recommended actions will provide for the implementation of a new community-based public health investigation model utilizing disease intervention specialist community workers recruited from the affected areas, to enhance and expand case finding and treatment services by promoting partner notification through print and electronic media.

Partner notification is part of the United States' comprehensive public health strategies to reduce and treat in a timely manner new STDs. Notification through print (letters) and through use of electronic media (internet) which can notify multiple partners using one notification is especially important and the reason why approval of this action is being recommended.

FISCAL IMPACT/FINANCING

Amendment Number 1 to Agreement Number H-701797 with AHF will increase the maximum obligation by \$125,000 (\$65,000 in NCC and \$60,000 in CDC grant funds) from \$619,500 to \$744,500.

Amendment Number 1 to Agreement Number H-701701 with LAGLC will increase the maximum obligation by \$65,000 (\$65,000 in NCC), from \$1,065,759 to \$1,130,759.

Funding is included in DPH's Fiscal Year (FY) 2007-08 Final Adopted Budget and will be requested in future FYs as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On September 27, 2005, your Board approved delegated authority for the Director of the Department of Health Services (DHS), or his designee, to approve and sign an agreement with: 1) AHF, effective October 1, 2005 through June 30, 2006, with provisions for two 12-month automatic renewals through June 30, 2008, for the provision of STD screening, treatment case finding, and education services, at a total program cost of \$206,500 (NCC), and 2) with LAGLC, effective October 1, 2005 through June 30, 2006, with provisions for two 12-month automatic renewals through June 30, 2008, for the provision of STD screening, treatment, case finding, and education services, at a total program cost of \$355,253, partially offset by \$86,753 in CDC Comprehensive STD Prevention Systems (CSPS) grant funds and \$268,500 in NCC, each subject to review and approval of County Counsel and the Chief Administrative Office.

On December 20, 2005, your Board approved delegated authority for the Director of DHS, or his designee, to enter into and sign Amendment Number 1 to STD, screening, treatment, case finding, and education services Agreement with LAGLC (Agreement Number H-701701) to increase the maximum obligation by \$2,000 from \$355,253 to \$357,253, for the period of October 1, 2005 through June 30, 2006, 100 percent offset by CDC grant funds, subject to review and approval of County Counsel and the Chief Administrative Office. However, the amendment for LAGLC in the amount of \$2,000 was not executed because LAGLC did not provide documents with requested revisions for Agreement Number H-701701.

On September 20, 2006, DPH submitted a comprehensive strategy to the Board of Supervisors aimed at preventing the spread of STDs for populations at risk. This strategy included expanded and enhanced case finding and treatment services to include the capability within community-based organizations serving men having sex with men (MSM) to provide partner elicitation and field-based partner services, which will be added to the AHF and LAGLC agreements as a result of this Board action.

Attachment A provides additional information.

County Counsel has approved Exhibits I and II as to form.

CONTRACTING PROCESS

On May 16, 2005, DHS (now DPH) STD Program Office released a Request for Proposals (RFP) seeking proposals from qualified community-based organizations within Los Angeles County for the provision of STD screening, treatment, case finding, and educational services that target and serve high risk populations of MSM and men who have sex with men and women (MSMW). By the submission date of June 20, 2005, DPH received two proposals in response to the RFP, a proposal from AHF and LAGLC. As a result of the RFP competitive selection process, both organizations were recommended for funding.

On January 12, 2007, DPH released a Letter of Interest (LOI) seeking letters from qualified community-based organizations that provide STD clinical services to a minimum of 100 early syphilis cases per year to select providers that could enhance case finding and treatment services. By the submission deadline date of January 22, 2007, DPH received four letters of response from: 1) AHF, 2) AltaMed, 3) Long Beach Gay and Lesbian Center (LBGLC), and 4) LAGLC. As a result of the LOI process, AHF and LAGLC were recommended for funding.

Honorable Board of Supervisors
October 16, 2007
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STD Casewatch records were reviewed to determine the number of Confidential Morbidity Reports (CMRs) with a diagnosis of early syphilis that had been filed by each respondent during the past 24 months. LBGLC and AltaMed were asked to provide documentation of the number of early syphilis cases (primary, secondary, and early latent) they diagnosed during calendar year 2006 because the STD Program was not able to verify their eligibility after reviewing Casewatch records. The eligibility criterion was discussed in depth with representatives from LBGLC and AltaMed and both conceded unsuitability for funding. At the conclusion of the review process two agencies were determined to be eligible (LAGLC and AHF).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Services provided by AHF and LAGLC to MSMs and MSMWs will be improved to add enhanced case finding and treatment services which promote the use of partner notification.

CONCLUSION

The Department of Public Health requires four signed copies of the Board's action. It is requested that the Executive Officer, Board of Supervisors, notify the Department of Public Health, Contracts and Grants Division, at (213) 240-8179 when this document is available.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRH:SAS
DRJ:RM:bjs

Attachments (3)

c: County Counsel
Director and Health Officer, Department of Public Health

SUMMARY OF AGREEMENTS

1. TYPE OF SERVICES:

Services will include enhanced case finding and treatment services for syphilis and other Sexually Transmitted Disease (STD) as part of a comprehensive strategy undertaken by the STD Program.

2. AGENCY/CONTACT PERSON:

AIDS Healthcare Foundation
6255 West Sunset Blvd., 21st Floor
Los Angeles, California 90028
Attention: Whitney Engeran, Director, Prevention and Testing Division
Telephone No.: (213) 405-5822 Facsimile/FAX: (213) 405-5800
Electronic Mail (e-mail): whitney.engeran@aidshealth.org

Los Angeles Gay and Lesbian Center
1625 Schrader Boulevard
Los Angeles, California 90028
Attention: Tiffany Horton, Manager, Sexual Health Program
Telephone No.: (323) 993-7560 Facsimile/FAX: (323) 308-4426
Electronic Mail (e-mail): thorton@lagaycenter.org

3. TERM:

The Amendments with AHF and LAGLC will be effective upon date of Board approval through June 30, 2008.

4. FINANCIAL INFORMATION:

Amendment Number 1 to Agreement Number H-701797 with AHF will increase the maximum obligation by \$125,000 (\$65,000 in NCC and \$60,000 in CDC grant funds) from \$619,500 to \$744,500.

Amendment Number 1 to Agreement Number H-701701 with LAGLC will increase the maximum obligation by \$65,000 (\$65,000 in NCC), from \$1,065,759 to \$1,130,759.

Funding is included in DPH's Fiscal Year (FY) 2007-2008 Final Adopted Budget and will be requested in future FYs as necessary.

5. GEOGRAPHIC AREA TO BE SERVED:

Countywide.

6. DESIGNATED ACCOUNTABLE FOR PROJECT MONITORING:

Peter R. Kerndt, M.D., M.P.H., Director, Sexually Transmitted Disease Program

7. APPROVALS:

Department of Public Health: John F. Schunhoff, Ph.D., Chief Deputy Director

Contracts and Grants Division: Gary T. Izumi, Chief

County Counsel (approval as to form): Andrea Ross, Senior Associate County Counsel

Contract No. H-701797-1

**SEXUALLY TRANSMITTED DISEASE SCREENING, TREATMENT, CASE FINDING,
AND EDUCATIONAL SERVICES AGREEMENT**

Amendment No. 1

THIS AMENDMENT is made and entered into this _____
day of _____, 2007,

by and between COUNTY OF LOS ANGELES (hereafter
"County"),

and AIDS HEALTHCARE FOUNDATION
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "SEXUALLY
TRANSMITTED DISEASE SCREENING, TREATMENT, CASE FINDING, AND
EDUCATIONAL SERVICES AGREEMENT", dated October 1, 2005, and further identified
as Agreement No. H-701797, and any Amendments thereto (all hereafter "Agreement");
and

WHEREAS, it is the intent of the parties hereto to amend Agreement to increase
the maximum obligation of County and make other hereafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a
written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective upon date of Board approval.
2. Agreement Paragraph 2, DESCRIPTION OF SERVICES, shall be revised to
read as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide the services described in Exhibits "A", "B", and "C, Scopes of Work attached hereto and incorporated herein by reference during the term of this Agreement. Services shall be provided to persons who live within the County of Los Angeles who suffer from or are suspected of suffering from sexually transmitted diseases. County approved supplies provided pursuant to this Agreement shall be used solely for the detection and treatment of sexually transmitted diseases. The program under which these services shall be provided is the Sexually Transmitted Disease Control Program (hereafter "Program")."

3. Agreement Paragraph 3, MAXIMUM OBLIGATION OF COUNTY subparagraph 3, shall be revised to read as follows:

"3. MAXIMUM OBLIGATION OF COUNTY: During the period effective upon date of Board approval through June 30, 2008, the maximum obligation of County for all Contractor's performance as described in Exhibit C, hereunder, is Three Hundred Thirty-One Thousand Five Hundred Dollars (\$331,500). This sum represents the total maximum obligation of County as shown in Schedule 3-1, attached hereto and incorporated herein by reference".

4. Except for the changes set forth herein above, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Jonathan E. Fielding, M.D. M.P.H.
Director and Health Officer

AIDS HEALTHCARE FOUNDATION
Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
RAYMOND G. FORTNER, JR.
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Gary T. Izumi, Chief
Contracts and Grants

**LOS ANGELES COUNTY (LAC) DEPARTMENT OF PUBLIC HEALTH (DPH)
SEXUALLY TRANSMITTED DISEASE PROGRAM (STDP)**

**AIDS HEALTHCARE FOUNDATION (AHF)
PROJECT TITLE: *ENHANCED CASE FINDING AND TREATMENT***

SCOPE OF WORK

Date of Board Approval – June 30, 2008

GOAL: In response to increased incidences of syphilis and other STDs in Los Angeles County the Board of Supervisors approved a two year comprehensive strategy that provides expanded and enhanced case finding and treatment including the implementation of a community based public health investigation model utilizing a Disease Intervention Specialist (DIS).

PROGRAM OBJECTIVES: The enhanced case finding and treatment services will seek to reduce the burden of syphilis, HIV, and other STDs by identifying and contacting AHF patients with STDs and/or those exposed, at risk or in need of partner services.

A. Program Development and Implementation.

A1.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP will review job description, qualifications and salary information with AHF.	Complete by 7/31/07	a) Copy of job description/duty statement, qualifications and salary information provided to AHF and discussed with management by target date.
b) STDP will provide technical assistance to the selected AHF on selection interview questions and selection process and participate on interview panel. c) AHF and STDP designated staff will conduct selection interview and make recommendation for hire	Complete by 08/31/07	b, and c) Interview selection panel established, questions developed and interviews conducted, by target date.

Implementation Activities	Timeline	Evaluation/Documentation
d) Hire selected candidate for DIS trainee	Complete by 07/16/07	d) DIS trainee on staff by target date.
e) STDP will provide technical guidance and oversight of completion of the requisite CDC DIS training modules all of which must be successfully completed.	Ongoing through 10/31/07	e) Successful completion of unit module tests, comprehensive test and receipt of certificate of completion.
f) DIS will acquire phlebotomy training and certification, will be HIV pre and post-test counselor certified, HIV rapid test certified; and able to offer both in clinical or field settings.	Ongoing through 10/31/07	f) completion of State approved phlebotomy certification program State issued Phlebotomy Technician I certification HIV counselor certification HIV rapid test certification.

Implementation Activities	Timeline	Evaluation/Documentation
g) DIS will complete Introduction to Sexually Transmitted Disease Intervention (ISTDI) training provided by CDC	10/31/07	g) Certificate of Completion
h) DIS will attend meetings and trainings held by STDP Field Services and LAC PHI Headquarter on a weekly or as needed basis	Ongoing through 06/30/08	h) Meeting/training attendance logs
i) AHF will provide interview space that is quiet and confidential, HIPPA compliant and contains at least a desk or table, three chairs, a telephone, a computer with internet access and educational materials needed by the DIS	Ongoing through 06/30/08	i) AHF will make work space and materials used by DIS available for viewing by STDP upon request

Implementation Activities	Timeline	Evaluation/Documentation
a) DIS will conduct client interviews in accordance with CDC, State and local standards and guidelines.	Ongoing through 06/30/08	a) STDP will conduct interview audits, training, coaching, mentoring and technical supervision.
b) STDP will provide DIS performance measures, program indicators and standards performance.	08/31/07	Performance measures, indicators, and standards documents.
c) DIS will interview patients infected with syphilis and/or HIV and other STDs when requested by the STDP. DIS will perform standard DIS activities to locate and refer potentially exposed clients for examination and/or treatment.	Ongoing through 06/30/08	Audit Interview forms. Supervisory review of Case management records. Copies of reports and labs with follow up with PHL and STD Program
d) DIS will serve as the point of contact for CMR matters related to syphilis, HIV, and other STD cases.		Ongoing review of clients through use of MYSIS and chart review, documentation of histories. Clinic visit contact logs, field and interview records, STD*Casewatch files, and field notes documenting each encounter and report on progress.
		Quality Assurance Review process via CaseWatch database.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP and AHF will ensure that mutually acceptable safety guidelines and procedures are in place.	08/31/07	a) Written safety guidelines and procedures.
b) AHF will ensure that DIS are aware of and comply with safety guidelines	08/31/07	b) Copy of acknowledgement form signed by the DIS.
c) AHF will ensure that DIS and managers possess the tools, training, and resources necessary to conduct program business successfully	Ongoing through 06/30/08	c) Documentation of contract related trainings attended by staff, and tools and resources purchased to conduct contract business
d) AHF will ensure that DIS utilize acceptable standardized case management forms and documents as required by STDP. Other case management accessories require approval by STDP.	Complete by 10/31/07	d) Standardized case management forms. STDP review.
e) AHF DIS participate in case related community outreach or other strategies for finding at risk persons not identified by an infected index case or partner.	Ongoing through 06/30/08	e) Documentation of field work and targeted outreach.

B. Program Monitoring and Evaluation

B1.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP will monitor DIS performance in accordance with State, Local and CDC guidelines.	Ongoing through 06/30/08	<ul style="list-style-type: none">• Field Audit report• Pouch Audit report• Interview Audit report• Case management report
b) STDP will conduct sessions that facilitate DIS discussion of case management efforts and provide opportunity for case management input from others	Ongoing through 06/30/08	Copy of sign in log for all meetings/training attended
c) Agency management and DIS will participate in STDP Field Services meetings and training.	Ongoing through 06/30/08	

B2.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP will advise and consult with AHF and DIS on case finding and partner service activities for syphilis, HIV and other STDs.	Ongoing through 06/30/08	Documentation of review and discussion of case records
b) STDP will assist in the development and review of agency materials and communications related to case finding and partner services	Ongoing through 06/30/08	Notes from reviews

B3.

Implementation Activities	Timeline	Evaluation/Documentation
a) AHF and DIS will provide monthly updates to STDP, including progress toward STD performance measures and other required statistics	Ongoing through 06/30/08	Copy of monthly reports
b) AHF and DIS will submit syphilis, HIV and other STD cases management documents for weekly review to STDP Supervising Public Health Investigator (SPHI)	Ongoing through 06/30/08	Documentation of review and discussion of cases
c) DIS will conduct field or clinic based venipuncture to expedite public health follow-up.	Ongoing through 06/30/08	Copy of completed Lab Forms and phlebotomy logs

C. Program Monitoring and Evaluation

C1.

Implementation Activities	Timeline	Evaluation/Documentation
a) AHF and DIS will monitor penetration and effectiveness of service activities.	Ongoing through 06/30/08	Document regular review of program treatment and follow up records and actions taken
b) AHF will conduct quality assurance review of all Public Health Laboratory reactive syphilis, HIV, gonorrhea, chlamydia tests results received.	Ongoing through 06/30/08	Document regular review of program treatment and follow up records and actions taken
c) STDP will conduct quality assurance review of agency data and STD *Casewatch records	Ongoing through 06/30/08	Document regular review of program treatment and follow up records and STD Casewatch

D. Contract Management

D1.

Implementation Activities	Timeline	Evaluation/Documentation
a) AHF and DIS will maintain accurate records of patient services including patient demographics, STD test results, and treatment STD	Ongoing through 06/30/08	STDP will conduct regular site visits to monitor contract compliance
b) AHF will submit monthly invoices in a timely manner	Ongoing through 06/30/08	Copy of invoices and reports
c) AHF will provide STDP with monthly activity reports including STD performance measures		

AHF must receive prior STDP approval for any manuscripts, studies, publication, public information dissemination or media coverage related to this project.

**Wellness Center CSPS – Syphilis Elimination
AIDS Healthcare Foundation
Agreement No. H 701797
Effective upon date of Board approval to June 30, 2008**

A. PERSONNEL – EMPLOYEE SERVICES

- | | | |
|--|------------|-----------------|
| 1. Community Outreach Worker | 50% | \$14,820 |
| Distributes outreach materials for the Men's Wellness Center and related programs and services, including inSPOTLA.org. Coordinates with STD Program to maintain updated list of agencies and venues for distribution. Monitors materials stock at venues and clinic sites, and re-stocks as needed. Maintains records, including computerized records, of materials distributed, prepares monthly distribution reports, and provides reports to STDP. | | |
| 2. Employee Benefits | | \$ 3,260 |
| Calculated at 22% of salary. | | |

TOTAL PERSONNEL – EMPLOYEE SERVICES	\$18,080
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B. OPERATING EXPENSES

- | | | |
|--|--|-----------------|
| 1. Media Services | | \$31,800 |
| A total of \$31,800 is requested for media services, including print or other advertising and the design and preparation of ads and other materials, to promote the Men's Wellness Center and related programs and services, including inSPOTLA.org. Funds in the amount of \$29,800 are requested for print ads or equivalent in publications or other media serving target populations of the Men's Wellness Center and inSPOTLA.org (including a minimum of \$19,850 for ads pertaining specifically to inSPOTLA.org). Funds in the amount of \$2,000 are requested for design, preparation, and transmittal of ads and design of other outreach materials (e.g., printed materials). | | |
| 2. Printing | | \$ 8,650 |
| A total of \$8,650 is requested for printing of outreach materials to promote inSPOTLA.org, including postcards, posters, and other materials. | | |
| 3. Other materials | | \$ 313 |
| A total of \$300 is requested for the production of other outreach materials, such as T-shirts, to promote the Men's Wellness Center and related programs and services, including inSPOTLA.org. | | |
| 4. Mileage | | \$ 1,157 |
| A total of \$1,157 is requested for mileage for the Community Outreach Worker, at \$0.445 per mile for an estimated 50 miles per week for one year. | | |

TOTAL OPERATING EXPENSES	<u>\$41,920</u>
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TOTAL BUDGET	\$60,000
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AIDS HEALTHCARE FOUNDATION MEN'S WELLNESS CENTER

CSPS - SYPHILIS ELIMINATION

Effective date of Board approval to June 30, 2008

A. PERSONNEL - EMPLOYEE SERVICES	MONTHLY	# OF	% OF	BUDGET	
	SALARY	MONTHS	FTE		
Community Outreach Worker	\$2,470.00	12	50%	\$14,820	
Subtotal, Salaries				\$14,820	
Benefits @ 22%	\$543.40	12	50%	\$3,260	
Total, Personnel - Employee Services				\$18,080	
B. OPERATING EXPENSES					
Media Services				\$31,800	
Printing				\$8,650	
Other materials				\$313	
Mileage				\$1,157	
Total, Operating Expenses				\$41,920	
TOTAL BUDGET				\$60,000	

**AIDS HEALTHCARE FOUNDATION MEN'S WELLNESS CENTER
ENHANCED CASE FINDING AND TREATMENT**

**Effective date of Board approval to June 30, 2008
Budget Justification**

A. PERSONNEL – EMPLOYEE SERVICES

1. Disease Intervention Specialist	100%	\$45,020
Disease Intervention Specialist (DIS) will be responsible for working in collaboration with the STD Program to provide enhanced and expanded case management and partner services to LAGLC clients to allow for rapid case finding, intervention and prevention.		

2. Employee Benefits		\$9,153
Calculated at 20.33% of salary.		

TOTAL PERSONNEL – EMPLOYEE SERVICES		\$54,172
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B. OPERATING EXPENSES

1. Office Supplies	\$536
General office supplies (pens, paper, file folders, etc.) required for set up maintenance of DIS program operations	

2. Training	\$2,000
Costs incurred to obtain ongoing training, either in-house or by sending staff to seminars and conferences, to enhance their ability to provide services to program population.	

3. Travel	\$1,000
Cost incurred with attendance at local, State, and national STD/public health investigation related meetings, conferences and trainings	

4. Cell Phone	1,200
Costs for monthly cellular phone usage including local and long distance airtime, voice and fax mail services, roaming and other usage charges (\$100 per month x 12 months = \$1,200).	

5. Mileage	\$1,000
Reimbursement for staff mileage/parking expenses incurred between LAGLC and the STD Program., and to and from program related meetings, conferences, and other client related field services.	

TOTAL OPERATING EXPENSES	\$5,736
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TOTAL DIRECT COST	59,908
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INDIRECT CHARGES @ 8.5% of Total Direct Cost	<u>5,092</u>
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TOTAL BUDGET	\$65,000
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AIDS HEALTHCARE FOUNDATION MEN'S WELLNESS CENTER
ENHANCED CASE FINDING AND TREATMENT
 Effective date of Board approval to June 30, 2008

A. PERSONNEL - EMPLOYEE SERVICES	MONTHLY	# OF	% OF	BUDGET	
	SALARY	MONTHS	FTE		
Disease Intervention Specialist	\$3,752	12	100%	\$45,020	
Subtotal, Salaries				\$45,020	
Benefits @ 20.33%	\$763	12	100%	\$9,153	
Total, Personnel - Employee Services				\$54,172	
B. OPERATING EXPENSES					
Office Supplies				\$536	
Training				\$2,000	
Travel				\$1,000	
Cell Phone				\$1,200	
Mileage				\$1,000	
Total, Operating Expenses				\$5,736	
Total, Direct Cost				\$59,908	
Indirect Charges @ 8.5% of Total Direct Cost				\$5,092	
TOTAL BUDGET				\$65,000	

Contract No. H-701701-1

**SEXUALLY TRANSMITTED DISEASE SCREENING, TREATMENT, CASE FINDING,
AND EDUCATIONAL SERVICES AGREEMENT**

Amendment No. 1

THIS AMENDMENT is made and entered into this _____
day of _____, 2007,

by and between

COUNTY OF LOS ANGELES (hereafter
"County"),

and

LOS ANGELES GAY AND LESBIAN CENTER
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled "SEXUALLY
TRANSMITTED DISEASE SCREENING, TREATMENT, CASE FINDING, AND
EDUCATIONAL SERVICES AGREEMENT", dated October 1, 2005, and further identified
as Agreement No. H-701701, and any Amendments thereto (all hereafter "Agreement");
and

WHEREAS, it is the intent of the parties hereto to amend Agreement to increase the
maximum obligation of County and make other hereafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a
written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall be effective upon date of Board approval.
2. Agreement Paragraph 2, DESCRIPTION OF SERVICES, shall be revised to read
as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide the services described in Exhibits "A", "B", and "C", Scopes of Work attached hereto and incorporated herein by reference during the term of this Agreement. Services shall be provided to persons who live within the County of Los Angeles who suffer from or are suspected of suffering from sexually transmitted diseases. County approved supplies provided pursuant to this Agreement shall be used solely for the detection and treatment of sexually transmitted diseases. The program under which these services shall be provided is the Sexually Transmitted Disease Control Program (hereafter "Program")."

3. Agreement Paragraph 3, MAXIMUM OBLIGATION OF COUNTY subparagraph 3, shall be revised to read as follows:

"3. MAXIMUM OBLIGATION OF COUNTY: During the period effective upon date of Board approval through June 30, 2008, the maximum obligation of County for all Contractor's performance as described in Exhibit C, hereunder, is Four Hundred Twenty Thousand Two Hundred Fifty-Three Dollars (\$420,253). This sum represents the total maximum obligation of County as shown in Schedule 3-1, attached hereto and incorporated herein by reference".

4. Except for the changes set forth herein above, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Jonathan E. Fielding, M.D. M.P.H.
Director and Health Officer

LOS ANGELES GAY AND LESBIAN CENTER
Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
RAYMOND G. FORTNER, JR.
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Gary T. Izumi, Chief
Contracts and Grants

**LOS ANGELES COUNTY (LAC) DEPARTMENT OF PUBLIC HEALTH (DPH)
SEXUALLY TRANSMITTED DISEASE PROGRAM (STDP)**

**LOS ANGELES GAY AND LESBIAN CENTER (LAGLC)
PROJECT TITLE: ENHANCED CASE FINDING AND TREATMENT**

SCOPE OF WORK

Date of Board Approval – June 30, 2008

GOAL: In response to increased incidences of syphilis and other STDs in Los Angeles County the Board of Supervisors approved a two year comprehensive strategy that provides expanded and enhanced case finding and treatment including the implementation of a community based public health investigation model utilizing a Disease Intervention Specialist (DIS).

PROGRAM OBJECTIVES: The enhanced case finding and treatment services will seek to reduce the burden of syphilis, HIV, and other STDs by identifying and contacting LAGLC patients with STDs and/or those exposed, at risk or in need of partner services.

A. Program Development and Implementation.

A1.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP will review job description, qualifications and salary information with LAGLC.	Complete by 07/31/07	a) Copy of job description/duty statement, qualifications and salary information provided to LAGLC and discussed with management by target date.
b) STDP will provide technical assistance to the selected LAGLC on selection interview questions and selection process and participate on interview panel. c) LAGLC and STDP designated staff will conduct selection interview and make recommendation for hire	Complete by 08/31/07	b, and c) Interview selection panel established, questions developed and interviews conducted, by target date.

Implementation Activities	Timeline	Evaluation/Documentation
d) Hire selected candidate for DIS trainee	Complete by 07/31/07	d) DIS trainee on staff by target date.
e) STDP will provide technical guidance and oversight of completion of the requisite CDC DIS training modules all of which must be successfully completed.	Ongoing through 10/31/07	e). Successful completion of unit module tests, comprehensive test and receipt of certificate of completion.
f) DIS will acquire phlebotomy training and certification, will be HIV pre and post-test counselor certified, HIV rapid test certified; and able to offer both in clinical or field settings.	Ongoing through 10/31/07	f) completion of State approved phlebotomy certification program State issued Phlebotomy Technician I certification HIV counselor certification HIV rapid test certification.

Implementation Activities	Timeline	Evaluation/Documentation
g) DIS will complete Introduction to Sexually Transmitted Disease Intervention (ISTDI) training provided by CDC	10/31/07	g) Certificate of Completion
h) DIS will attend meetings and trainings held by STDP Field Services and LAC PHI Headquarter on a weekly or as needed basis	Ongoing through 06/30/08	h) Meeting/training attendance logs
i) LAGLC will provide interview space that is quiet and confidential, HIPPA compliant and contains at least a desk or table, three chairs, a telephone, a computer with internet access and educational materials needed by the DIS	Ongoing through 06/30/08	i) LAGLC will make work space and materials used by DIS available for viewing by STDP upon request

Implementation Activities	Timeline	Evaluation/Documentation
a) DIS will conduct client interviews in accordance with CDC, State and local standards and guidelines.	Ongoing through 06/30/08	a) STDP will conduct interview audits, training, coaching, mentoring and technical supervision.
b) STDP will provide DIS performance measures, program indicators and standards of performance.	08/31/07	Performance measures, indicators, and standards documents.
c) DIS will interview patients infected with syphilis and/or HIV and other STDs when requested by the STDP. DIS will perform standard DIS activities to locate and refer potentially exposed clients for examination and/or treatment.	Ongoing through 06/30/08	<p data-bbox="1226 573 1493 602">Audit Interview forms.</p> <p data-bbox="1226 662 1745 735">Supervisory review of Case management records.</p> <p data-bbox="1226 800 1730 873">Copies of reports and labs with follow up with PHL and STD Program</p> <p data-bbox="1226 930 1768 1052">Ongoing review of clients through use of MYSIS and chart review, documentation of histories.</p> <p data-bbox="1226 1109 1751 1279">Clinic visit contact logs, field and interview records, STD*Casewatch files, and field notes documenting each encounter and report on progress.</p> <p data-bbox="1226 1336 1703 1414">Quality Assurance Review process via CaseWatch database.</p>
d) DIS will serve as the point of contact for CMR matters related to syphilis, HIV, and other STD cases.		

A3.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP and LAGLC will ensure that mutually acceptable safety guidelines and procedures are in place.	08/31/07	a) Written safety guidelines and procedures.
b) LAGLC will ensure that DIS are aware of and comply with safety guidelines	08/31/07	b) Copy of acknowledgement form signed by the DIS.
c) LAGLC will ensure that DIS and managers possess the tools, training, and resources necessary to conduct program business successfully	Ongoing through 06/30/08	c) Documentation of contract related trainings attended by staff, and tools and resources purchased to conduct contract business
d) LAGLC will ensure that DIS utilize acceptable standardized case management forms and documents as required by STDP. Other case management accessories require approval by STDP.	Complete by 10/31/07	d) Standardized case management forms. STDP review.
e) LAGLC DIS participate in case related community outreach or other strategies for finding at risk persons not identified by an infected index case or partner.	Ongoing through 06/30/08	e) Documentation of field work and targeted outreach.

B. Program Monitoring and Evaluation

B1.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP will monitor DIS performance in accordance with State, Local and CDC guidelines.	Ongoing through 06/30/08	<ul style="list-style-type: none">• Field Audit report• Pouch Audit report• Interview Audit report• Case management report
b) STDP will conduct sessions that facilitate DIS discussion of case management efforts and provide opportunity for case management input from others	Ongoing through 06/30/08	Copy or sign in log for all meetings/training attended
c) Agency management and DIS will participate in STDP Field Services meetings and training.	Ongoing through 06/30/08	

B2.

Implementation Activities	Timeline	Evaluation/Documentation
a) STDP will advise and consult with LAGLC and DIS on case finding and partner service activities for syphilis, HIV and other STDs.	Ongoing through 06/30/08	Documentation of review and discussion of case records
b) STDP will assist in the development and review of agency materials and communications related to case finding and partner services	Ongoing through 06/30/08	Notes from reviews

B3.

Implementation Activities	Timeline	Evaluation/Documentation
a) LAGLC and DIS will provide monthly updates to STDP, including progress toward STD performance measures and other required statistics	Ongoing through 06/30/08	Copy of monthly reports
b) LAGLC and DIS will submit syphilis, HIV and other STD cases management documents for weekly review to STDP Supervising Public Health Investigator (SPHI)	Ongoing through 06/30/08	Documentation of review and discussion of cases
c) DIS will conduct field or clinic based venipuncture to expedite public health follow-up.	Ongoing through 06/30/08	Copy of completed Lab Forms and phlebotomy logs

C. Program Monitoring and Evaluation

C1.

Implementation Activities	Timeline	Evaluation/Documentation
a) LAGLC and DIS will monitor penetration and effectiveness of service activities.	Ongoing through 06/30/08	Document regular review of program treatment and follow up records and actions taken
b) LAGLC will conduct quality assurance review of all Public Health Laboratory reactive syphilis, HIV, gonorrhea, chlamydia tests results received.	Ongoing through 06/30/08	Document regular review of program treatment and follow up records and actions taken
c) STDP will conduct quality assurance review of agency data and STD *Casewatch records	Ongoing through 06/30/08	Document regular review of program treatment and follow up records and STD Casewatch

D. Contract Management

D1.

Implementation Activities	Timeline	Evaluation/Documentation
a) LAGLC and DIS will maintain accurate records of patient services including patient demographics, STD test results, and treatment STD	Ongoing through 06/30/08	STDP will conduct regular site visits to monitor contract compliance
b) LAGLC will submit monthly invoices in a timely manner	Ongoing through 06/30/08	Copy of Invoices and reports
c) LAGLC will provide STDP with monthly activity reports including STD performance measures		

LAGLC must receive prior STDP approval for any manuscripts, studies, publication, public information dissemination or media coverage related to this project.

Sexually Transmitted Disease Program**Los Angeles Gay and Lesbian Center****Agreement No. H 701701****Effective date upon Board Approval – June 30, 2008****Total
Amount****SALARIES & BENEFITS****Name****FTE****Disease Intervention Specialist**

TBD

100%

\$34,620

Disease Intervention Specialist (DIS) will be responsible for working in collaboration with the STD Program to provide enhanced and expanded case management and partner services to LAGLC clients to allow for rapid case finding, intervention and prevention.

Employee Benefits**\$8,465**

Calculated at approximately 24.45% of salaries, including FICA/MFICA (7.65% of salaries); SUI (3.1% of 1st \$8,000 per FTE); Workers' Comp (4.32% of salaries); Health (approx \$345/month per FTE); and LTD (0.76% of salaries).

TOTAL PERSONNEL**\$43,085****SERVICES & SUPPLIES****Office Supplies****\$6,803**

General office supplies (pens, paper, file folders, etc.) and equipment (computers and printers, office furniture, telephone and answering system) required for maintenance of program operations (\$46.66 per month x 12 months).

Training**\$4,500**

Costs incurred to obtain ongoing training, either in-house or by sending staff to seminars and conferences, to enhance their ability to provide services to program population.

Travel**\$4,000**

Cost incurred with attendance at local, State, and national STD/public health investigation related meetings, conferences and trainings.

Cell Phone**\$1,900**

Costs for purchase of phone and activation of plan (\$700); in addition to monthly cellular phone usage including local and long distance airtime, voice and fax mail services, roaming and other usage charges (\$100 per month x 12 months = \$1,200).

Mileage**\$1,500**

Reimbursement for staff mileage/parking expenses incurred between LAGLC and the STD Program., and to and from program related meetings, conferences, and other client related field services.

TOTAL OPERATING EXPENSES**\$18,703****TOTAL DIRECT COST****\$61,787**

INDIRECT COST @ 5.2% of Total Direct Cost

\$3,213**TOTAL PROJECT COST****\$65,000**

**Los Angeles Gay and Lesbian Center
Enhanced Case Finding and Treatment
Budget Period: Effective upon Board approval to June 30, 2008**

A. PERSONNEL - EMPLOYEE SERVICES	MONTHLY	# OF	% OF	BUDGET	
	SALARY	MONTHS	FTE		
Disease Intervention Specialist	\$2,885	12	100%	\$34,620	
Subtotal, Salaries				\$34,620	
Benefits @ 24.45%	\$705	12	100%	\$8,465	
Total, Personnel - Employee Services				\$43,085	
B. OPERATING EXPENSES					
Office Supplies				\$6,803	
Training				\$4,500	
Travel				\$4,000	
Cell Phone				\$1,900	
Mileage				\$1,500	
Total, Operating Expenses				\$18,703	
Total, Direct Cost				\$61,787	
Indirect Charges @ 5.20% of Total Direct Cost				\$3,213	
TOTAL BUDGET				\$65,000	